



State of Maryland Executive Department

Larry Hogan  
Governor

Boyd K. Rutherford  
Lieutenant Governor

Arlene F. Lee  
Executive Director

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Deputy Director

Date: February 12, 2016

Re: NOFA Question and Answer Recap

- 
- 1. Please provide clarity on the structure of the proposal - does GOC want to see programs proposed for base-funding and competitive-funding discussed together in Section E - Description of Program/Strategies?**

While the format is not required, if the proposal is following the NOFA format, then the competitive and base programs should both be discussed in Section E. They can be presented separately or together, but they must be identified as base or competitive.

- 2. The FAQ Document states, "The Local Management Boards will demonstrate that all proposed programs: address a critical need; fill a gap in services; have been prioritized by the community and the board; and, for existing programs, have quantifiable outcomes." Are the items listed in priority order? Is it necessary to critical need" before any other requirements are even considered?**

The elements are not listed in priority order; all must be addressed for any program proposed for funding. Jurisdictions may use a series of questions to assess each potential program, such as: *Does the program address a critical need as identified by the data? Does the program have quantifiable outcomes, and does it have a history of achieving those outcomes? Does the program fill a gap in the continuum of services that are necessary to effectively address the indicator? Does the Board and the community consider the specific program a priority?*

- 3. Can funds be used to serve unaccompanied undocumented youth who have housing but are disconnected from work and/or school?**

Jurisdictions should follow all local, State, and federal rules for requiring program participants to verify citizenship or immigration status and for providing services to individuals who do not provide documentation.

- 4. On page 18 it says that Office staff will conduct program site visits, does this mean that GOC staff will be conducting program site visits/audit for all programs across the state?**

No, this means that GOC staff may conduct site visits.

- 5. If we choose to fund programs that do not address the Strategic Goals and in FY17 the programs do not meet their targets, would the base allocation decrease in FY18?**

Regardless of whether a program is designed to address a Strategic Goal or just a prioritized Result, if the Results Scorecard performance measures do not show a positive effect it is expected that the jurisdiction will not propose to continue funding for that program in the future unless circumstances justifying the performance are presented in the “Story behind the Data” section of the Scorecard. This justification should be part of the consideration for future funding of the program by the jurisdiction and will be considered by future Children’s Cabinet grant reviewers.

- 6. For the sustainability plan, is this something we require the vendor to submit as part of their RFP or is this plan written by the LMB with the thought that the LMB (and not the vendor) will have to look for ways to fund the programs without Children’s Cabinet funding?**

This is a local decision. Some Boards may wish to continue to fund programs without Children’s Cabinet funding, others may choose to assist programs with securing future funding and still others may require programs to plan for future funding without the involvement of the Board. However a Board chooses to proceed they should describe their plan in the sustainability section of the proposal.

- 7. Will the Chief Executive still have to sign off on the Community Partnership Agreement because they have already signed off on the projects in the beginning?**

Yes, the Chief Executive Officer must also sign the Community Partnership Agreement.

- 8. Can funds be used to pay for apprenticeships or earn as you learn programs?**

Yes.

- 9. Can Board Administration expenditures for personnel be used for staff that support the functions of the LMB but not serve the populations of the four Strategic Goals?**

Yes.

**10. Recap #2 stated: "as a means of incorporating youth voice in the functions of the LMBs, stipends may be utilized as a mechanism to support youth engagement. An LMB wishing to make stipends available to youth should build-in this expense in its budget. There is no Manual restriction on the payment of stipends to youth who participate in LMB planning processes." Would stipends for youth engagement or funds for a youth fellowship program to participate on the LMB be allowable in the Board's administrative budget?**

Yes.

**11. Please explain the cap of fringe at 30% of salary on page 27. County fringe far exceeds this amount (close to 50%) due to our pension/healthcare costs. How should we report the salaries and fringe on our application?**

We are revising this requirement. For Board Administration budgets, the personnel worksheet page (Category A) is being revised to say "Social Security contributions and fringe benefits *should* not exceed 30%." Boards should detail in the justification section why the fringe exceeds 30%.

**12. In several places in the NOFA, tables are provided as examples of ways to communicate information i.e. pages 21 and 23. The NOFA states that the format is not required and shouldn't be included in our NOFA response. Can we choose to use a table format to communicate the information requested similar to the examples provided or must all responses be strictly narrative?**

Boards may choose to use any format for the proposal, including using the charts provided as examples in the NOFA; however the charts are not required.

**13. The Board Profile Summary section lists "New projects planned in FY 17"; is this to describe the proposed CPA programs to be detailed in Section E or does this refer to other non-CPA funded projects?**

The purpose of the profile summary is help grant reviewers who are unfamiliar with the Board gain some understanding of the jurisdiction and the work of the Board. The section on new projects planned in FY17 is an opportunity for Boards to highlight planned activities that are not included in the proposal.

**14. Page 19, Section A (Cover Page) references Board's project contact, who is this? Is this as needed? Or the same as Boards POC?**

In some jurisdictions the program point of contact is different from the Board director or the finance point of contact. If this is not applicable to your jurisdiction, please state that in section provided.

**15. Does the local match have to be committed/confirmed at the time of NOFA submission?**

Yes, in order to receive extra points the match must be based on commitments at the time of the submission.

**16. Can the 25% match come from one budget section or must it be spread out across the request?**

It can be spread out across the proposal.

**17. Can the entire amount of base program or competitive sub-granted funds be included in the contractual category (as opposed to being itemized in each category)?**

No, itemized budgets are required for proposed programs. However, budgets are estimates and can be modified at any time during the fiscal year by submitting a budget modification request.